DELEGATED OFFICER REPORT

WOKINGHAM BOROUGH COUNCIL

Application Number:	251696
Site Address:	39 Forest Road, Woodley, Wokingham, RG5 4BQ
Expiry Date:	9 September 2025
Site Visit Date:	22 July 2025
Proposal: Householder application for the proposed partial garage conversion to office and associated alterations to fenestration.	

PLANNING POLICY	
National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements CE1 – Design principles for efficient buildings CE3 – Environmental standards for residential development FD1 – Development and flood risk (from all sources) NE4 – Trees, woodland, hedges and hedgerows DH1 – Place making and quality design HC8 – Noise pollution
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document Woodley Design Statement

PLANNING HISTORY		
Application No.	Description	Decision & Date
141969	Application for engineering works which comprises the construction of earth mounds and pits for the re-use of materials on the site as part of the remediation of the site.	Approved 03/10/2014

Public: Information that can be seen and used by everyone inside and outside the Council.

110458	Hybrid application;|Full application for 468 residential units with associated road access, parking and amenity space, a local shop, on site open space facilities, a new country park and associated on and off-site highway works, landscaping and boundary treatment. Outline application for a close care community (up to 150 units) with associated supporting facilities.	Approved 08/05/2012

CONSULTATION RESPONSES
Internal
WBC Drainage – No objection. WBC Highways – Request further information. WBC CIL – No comments received.
External
None.

REPRESENTATIONS	
Parish/Town Council	No objection.
Ward Member(s)	No comments received.
Neighbours	One objection letter received. Concerns relate to: - A refused application for a container at a neighbouring property. - Fire risk.

APPRAISAL

Site Description:
The application site consists of an end of terrace two storey property with the living accommodation above the existing carports.

The property is part of a housing development that was constructed within the last decade. The road comprises a range of property types including terraced, semi-detached and three-storey town houses. There is no uniform pattern to the design of dwellings along the road, however buildings are unified through a repeated material palette and repetition of architectural features.

The application site would originally have been set back from the road behind an area of lawn and woodchips. This has recently been replaced with a block paved driveway. The changes were investigated under enforcement case RFS 2025 090480 and found to be lawful under Schedule 2, Part 1 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Class F.

Proposal:
This application seeks retrospective approval for the conversion of the existing garage to create a home office. The modifications would include the addition of a roller garage door in the rear and a casement window in the front elevation.

Public: Information that can be seen and used by everyone inside and outside the Council.

Condition 15 of permission F/2011/0629 (Full application for 468 residential units with associated road access, parking and amenity space, a local shop, on site open space facilities, a new country park and associated on and off site highway works, landscaping and boundary treatment. Outline application for a close care community (up to 150 units) with associated supporting facilities) states:

15. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that order with or without modification) no buildings, extensions, or alterations permitted by Classes (A, B, C, D and E) of Part 1 of the Second Schedule of the 1995 Order shall be carried out. Reason: To safeguard the amenities of the occupiers of neighbouring properties, preserve the character of the settlement and to ensure the proper planning of the area, in accordance with Wokingham Borough Core Strategy Policy CP1,CP3 and the Wokingham Borough Council Design Supplementary Planning Document (February 2010).

Class A covers works that includes the enlargement, improvement or other alteration of a dwellinghouse. Therefore, planning permission is required for the conversion of the carport.

NOTE:
The application originally included the addition of hardstanding to the front of the dwelling. However, following an investigation by the council's planning enforcement team, this element of the scheme has since been removed and does not form part of the application.

Principle of Development:
The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. The Managing Development Delivery Local Plan Policy CC01 states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

The site is located within settlement limits and as such the principle of a residential extension in this location is acceptable in principle providing that it complies with the wider policy objectives contained within the Core Strategy and Managing Development Delivery (MDD).

Local Plan Update
The Wokingham Borough Local Plan Update 2023-2040: Proposed Submission Plan was submitted to the Secretary of State for examination on 28 February 2025.

Character of the Area:
The conversion of the carport to create an office would include the addition of a roller garage door in the rear elevation and a casement window in the front elevation.

Public: Information that can be seen and used by everyone inside and outside the Council.

CP3 of the Core Strategy states that proposals should be of an appropriate scale of mass, built form and character. The Council's Borough Design Guide (BDG) SPD gives advice on residential developments.

The insertion of a casement window in the front elevation would infill the original gap within the front wall of the carport. The change is a relatively minor change and would not alter the footprint or size of the original structure. The insertion of the window would not disrupt the rhythm of the street scene or any gaps between buildings. The design of the window replicates the style of fenestration found along the road and contributes to the local character. Therefore, the changes to the property frontage would have no detrimental impact to the character of the host dwelling or public realm.

The insertion of a roller garage door in the rear elevation would not be visible from the road. Therefore, this element of the scheme would have no adverse impact on the local character.

Neighbouring Amenity:

Overlooking:
The proposal includes the addition of one ground floor window in the principal elevation to serve a home office. Directly opposite the property are parking bays located adjacent to Forest Road. Beyond is a strip of mature hedging and trees which lines a public footpath. As the closest neighbouring property is more than 23m away, there are no detrimental loss of privacy impacts that would be generated.

Loss of Light & Overbearing:
The proposed changes do not alter the existing footprint or dimensions of the original building. Therefore, there are no impacts of this nature that would be generated.

Fire Risk:
A third party has raised concern relating to the conversion generating a potential fire risk. Whilst this is not a material planning consideration, the applicant should note that the works may require building regulations approval. Please contact the WBC Building Control Team to discuss.
https://www.bcsolutions.org.uk/

Highway Access and Parking Provision:
The proposal includes the conversion of the original carport and the council's Highways officer was consulted. They requested further information regarding the total number of rooms within the property. Plan 'Coach House A(5)-L Floor Plans' of permission 110458 was shown to the Highways officer. The plan shows the dwelling contains three habitable rooms and the addition of the office would increase the number of habitable rooms to four. Within a major location development, one parking space is acceptable for a property containing four habitable rooms. Therefore, the proposed parking arrangements are acceptable.

Flooding and Drainage:
The application site is located in flood zone 1 and the council's Drainage officer was consulted. They raised no objection to the proposal.

Conclusion:

Public: Information that can be seen and used by everyone inside and outside the Council.

For the reasons set out above and subject to conditions, the proposal is acceptable as it accords with local plan policy and guidance.

Community Infrastructure Levy (CIL): When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a statutory requirement to be completed for all CIL liable applications.

The Public Sector Equality Duty (Equality Act 2010): In determining this application the Council is required to have due regard to its obligations under the Equality Act 2010. The key equalities protected characteristics include age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. There is no indication or evidence (including from consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	Approve
Date:	27 August 2025
Earliest date for decision:	8 August 2025

Recommendation agreed by: **(Authorised Officer)**	HMM
Date:	**5 September 2025**

Public: Information that can be seen and used by everyone inside and outside the Council.

PLANNING CONSTRAINTS/STATUS

Scale and Location of Development Proposals | Total count: 1

#	FEATURE_TYPE	NAME
1	Major Development Locations	Woodley

Site Allocation | Total count: 1

#	FEATURE_TYPE	NAME
1	Allocated Housing Development	Land at Sandford Farm, Perimeter Road, Woodley

Risk of Flooding from Surface Water | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Environment Agency Surface Water Flood Zones	1 in 1000 year risk extent

Great Crested Newt Impact Risk Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Great Crested Newt Impact Risk Zone	Red	For Householder applications check HH Layer. Consult NatureSpace for all other types of development

Landscape Character Assessment 2019 | Total count: 1

#	FEATURE_TYPE	Name
1	Landscape Character Assessment 2019	Loddon River Valley with Open Water

Wards | Total count: 1

#	NAME	Closest Approximate Distance
1	Loddon Ward	0 m

Parishes | Total count: 1

#	NAME	Closest Approximate Distance
1	Woodley CP	0 m

Public: Information that can be seen and used by everyone inside and outside the Council.